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Monthly Bulletin

The "Monthly Bulletin" is a corner-stapled monthly publication giving information regarding changes in the Diplomatic, Consular and Trade and Information Officer representation in Canada. Each of these three sections is divided into "appointments", "departures" and "miscellaneous". The bulletin is arranged alphabetically by country. The distribution of the 310 copies is comprised of 120 copies within the Department, 100 copies to missions and the remainder to interested persons within the Government and to companies or institutions. The distribution is made by Production Services on instruction from Protocol Division.

Procedure:

As notification of arrivals, departures, promotions, changes of address, changes in telephone numbers, deaths, and of corrections are received, the incumbent notes these by hand on a foolscap pad by country. On the first of each month, the definite changes are arranged according to the appropriate sections of the Monthly Bulletin. The "pending" changes are held for the next issue. The draft is typed and sent to Production Services under cover of a requisition for 310 copies. About 125 copies are made on vellum paper and are sent in vellum envelopes to the missions, Government House, etc. The pre-addressed envelopes are presently maintained in Protocol Division and are sent to Production Services for stuffing and mailing.

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